

VRIS UPDATE

Opening VRIS Documents in Excel
July 26,2011
Number 316

SUMMARY OF UPDATES

We have discovered that opening Excel documents in Numbers strips and/or mangles calculations that are part of the document. In order for the document to calculate correctly you must open the document in Excel. The [attached instructions](#) show you how to do this.

We had understood that Numbers would not strip calculations/formulas on documents created in Excel, unfortunately this has not been our experience. Staff who are owners of these Excel documents will work on recreating them in Numbers so they calculate correctly.

VRIS POSTING

Above each Excel form on VRIS will be a note reminding staff to open this document in Excel, as well as a link to a document showing staff how to open documents in Excel.

FORMS REVISED

None at this time.

QUEST UPDATE

None

MONITORING REQUIREMENTS

None

TEAM COMMUNICATION

Office Directors may want to discuss this issue at Team Meetings to assure that staff understand how to open documents created in Excel in Excel.

LEADERSHIP CONTACT

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